

DAVID B. MUFFETT

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Knowledge and Skills

- Excellent written, verbal and interpersonal communication skills.
- Proficient telephone skills on multi-line phones as well as fax, copiers, computers, and printers
- Proficient in MS Office Suite: Word, Excel, and PowerPoint
- Highly experience developing content for various communication channels and social media platforms
- Ability to establish priorities and work independently
- Organized, competent, and detail-oriented with experience working in an environment with frequent interruption
- Experience working in a team environment and interacting professionally with people of diverse backgrounds
- A proven track record of maintaining high standards of professionalism integrity, accountability, responsibility, cooperation, and customer service

EMPLOYMENT HISTORY

10/2018 – Present: Customer Service Representative Afni

- Receive incoming calls from Verizon Wireless customers

09/2017 – 9/2018

Constellium – UACJ c/o Express Employment

- Temporary, Full-time Employee
- Engineering Assistant for Maintenance Team
- Multiple report writing duties (proficient in Microsoft Excel, Word, and Powerpoint)
- Maintain training records for maintenance staff
- Provide logistical support for Spare Parts Team
- Coordination of calendar events, including documentation of meetings and events
- Set up training for Maintenance staff as directed by Asset Availability Manager
- Involved in development and revision of General Technician Pay for Progression Program

09/2016 - 06/2017 Director of Student Ministries Trinity Presbyterian Church – Little Rock, AR

- Oversaw youth ministry – grades 6-12
- Coordinated and led twice-weekly youth dinner/study/discussion group
- Prepared weekly announcement worship announcement slideshows
- Small group leader for 2016 Jr. High Youthquake at Ferncliff Camp
- Small group leader for 2017 Sr. High Youthquake at Ferncliff Camp
- Served on Presbytery of Arkansas Youth Advisory Team
- Assistant Director for Youth at Presbytery 2017

09/2008 - 09/2016 Director of Youth Ministries and Property Administration The Presbyterian Church of Bowling Green, KY

Director of Youth Ministries (full-time)

- Oversaw youth ministry - grades 6-12
- Coordinated and led twice-weekly youth dinner/study/discussion group
- Coordinated and led annual trip to Montreat Summer Youth Conference
- Coordinated and led monthly youth recreational events
- Coordinated and led youth mission events
- Coordinated and led youth fundraising events
- 2015 Established UKirk-WKU (Presbyterian Campus Ministry)
- 2015 Montreat College Conference-Discussion Group Leader
- 2015 Small Group Leader at Montreat Youth Conference (week 3)
- 2016 Montreat College Conference-Discussion Group Leader
- 2016 Montreat Youth Conference Planning Team (Theta)
- Established social media (Facebook/Twitter) presence for the church in 2009
- Proficiently use electronic communication and social media for all church events
- Coordinated Casual Evening Worship Service (CEWS), 2009-2010

**09/2008 - 09/2016 Director of Youth Ministries and Property Administration
The Presbyterian Church of Bowling Green, KY - *Continued***

2012 – 2016 Director of Property Administration (part-time)

- Maintained church website www.bgpres.org
- Oversaw church technological upgrades: fellowship hall audio/video projection system, sanctuary video broadcast system, and church-wide Wi-Fi internet
- Oversaw major exterior brick renovation in 2013 to historic 1833 sanctuary
- Oversaw installation of new VOIP phone system in 2013
- Oversaw installation of new HVAC control system in 2013
- Supervised janitorial and secretarial staff
- Scheduled use of property for all church and non-church related events
- Uploaded all Sunday worship services to YouTube and church website <http://bgpres.org/media.php?pageID=22>

11/1990 - 06/2008 Realtor and Appraiser Real Estate Sales And Appraisals

1990 – 2008 Real Estate Sales and Appraisals

REMAX Real Estate Executives/Graham Appraisal Company/Muffett Appraisals (proprietor)

Exceeded \$6,000,000 in sales (1990-1997)/Over 1,000 properties appraised (1998-2008)

Managed my own business and supervised support staff

EDUCATION HISTORY

1979 -1983 Western Kentucky University – Majored in Business Administration

1975 -1979 Somerset High School High School

1998 - 2000 Kentucky Real Estate Appraisers Board

1991 Ward Elliot Institute of Real Estate

Certifications

2011- 2014 Certificate in Youth and Theology - Princeton Theological Seminary

Ministry Workshops and Conferences

Youth Ministry, Continuing Education

Ministry Continuing Education and Conferences

2017 Montreat Youth Conference (Small Group Leader-Weeks 3 & 4)

2017 Montreat ARW (Arts, Recreation, and Worship Conference)

2016 Princeton Institute for Youth Ministry Forum (Princeton)

2015 Princeton Institute for Youth Ministry Forum (Princeton)

2014 Big Ideas in Youth Ministry (Columbia Seminary)

2014, 2015, & 2016 Montreat College Conference

2013 Montreat Worship in the Arts: Advent Travels

2008 - 2015 Montreat Youth Conference week IV

2009, 2011, 2013, & 2016 Montreat Blaze Conference

2011 - 2016 Princeton Institute for Youth Ministry Forum (Princeton)

2012 Princeton Institute for Youth Ministry Forum (Santa Barbara)

2011 Montreat Getting Unstuck Conference for church leadership

2011 Montreat Annual Recreation Workshop

2010 APCE and PYWA Conferences

VOLUNTEER SERVICE

The Presbyterian Church of Bowling Green

Current Moderator of Deacons 2018

Ordained Deacon, Class of 2003

Member of Chancel Choir, 1997 – 2008

Member of Rainbow Ringers Handbell Choir, 1997 – 2001

Christian Education and Worship Committees, 2006 – 2016

Maintained church website since 2004 (includes three major redesigns)

Youth leader, 2007 – 2008

Operated and supervised audio/video for worship services, 2006 – 2008

4th and 5th grade leader for Wednesday Night Live program, 1999 - 2001

Boy Scouts of America

District Chairman for Lost River District serving 800 youth/400 adult leaders, 2008 – 2009

Instrumental in obtaining annual Friends of Scouting goal of \$65,000, 2008 and 2009

Executive board member Shawnee Trails Council, 2008 – 2009

Unit Commissioner for Pack 710 and Troop 231, 2006 – 2009

Boy Scout Troop 231 Leader, 2002 - 2009

- Assistant Scoutmaster, 2002 - 2004
- Advancement Coordinator, 2004 - 2009
- Assisted/advised 10 boys to Eagle Rank, 2005 - 2009
- Planned and carried out summer camp week, 2003 – 2008
- Completed over twenty adult-leader training courses, 2002 - 2009

REFERENCES

Rev. Dr. Matthew Covington
Senior Pastor-former supervisor
The Presbyterian Church of Bowling Green
1003 State Street
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